

### Project Management Foundations + \* PDU/Contact Hours: 18

In this 3-day course, you will be introduced to the concepts and best practices of project management. Project Management Foundations gives you the fundamentals, techniques and tools to manage your project to success.

- August 4 – 6, 2014
- January 27 – 29, 2015

### Managing Project Requirements + \* PDU/Contact Hours: 12

In this 2-day course, you will learn to apply the concepts for effective requirements management. You will learn what makes up a good requirement, the difference between functional and non-functional requirements. You will also learn best practices for eliciting, validating and verifying requirements.

- August 11 – 12, 2014
- February 3 – 4, 2015

### Planning, Scheduling and Control + PDU/Contact Hours: 12

In this 2-day course, you will get hands-on experience practicing your skills in building project requirements and the work breakdown structure. You will learn how to establish and manage a realistic schedule and detailed budget.

- August 18 – 19, 2014
- February 9 – 10, 2015

### Managing Organizational Change + \* PDU/Contact Hours: 12

In this 2-day course, you will understand how changes in organizations occurs one individual at a time and how to develop plans to assist people in making the transition from the current state to a future state. This course will introduce you to a framework that you can easily integrate into your project plan to smooth the implementation of your project.

- September 3 – 4, 2014
- April 1 – 2, 2015

### Leadership for the Project Manager + \* PDU/Contact Hours: 12

In this 2-day course, you will learn effective techniques to develop your own leadership skills, to understand the importance of influence to lead others and to “lead from the middle”.

- September 8 – 9, 2014
- March 18 – 19, 2015

### Managing Projects with Enterprise Performance Lifecycle (EPLC) + \* PDU/Contact Hours: 12

In this 2-day course, you will learn the state standard project management lifecycle. You will learn how to use this framework to structure and manage your project and to develop major project management deliverables for each phase of the lifecycle. You will also learn how a stage gate review is conducted. IT standards covering portfolio and project management will also be reviewed.

- September 17 – 18, 2014
- May 12 – 13, 2015

### Project Assurance + \* PDU/Contact Hours: 12

In this 2-day course, you will learn to apply the concepts of Project Assurance and why it is necessary for state agencies to incorporate a Project Assurance program into their IT projects. It equips you with knowledge of when to conduct a project assessment and how to identify failure points at each stage of the project lifecycle.

- September 17 – 18, 2014
- December 17 – 18, 2014
- March 18 – 19, 2015
- June 17 – 18, 2015

# PM Professional Development Program

## Course Catalog and Schedule

Enterprise Portfolio Management Office

### PMP® Exam Prep + PDU/Contact Hours: 35

In this 4½-day *PMBOK® Guide* aligned course the participant is prepared for the Project Management Professional (PMP®) certification examination. You will learn to recognize both the content and format of examination questions, be able to identify weak areas that require more individual study, and apply an advanced knowledge of project management based on the *PMBOK® Guide* model. Note: it is recommended that the participant be eligible from PMI to sit for the examination.

- September 22 – 26, 2014
- February 16 – 20, 2015
- June 1 – 5, 2015

### Procurement Practices for Project Managers + PDU/Contact Hours: 12

In this 2-day course, you will learn the 7-stage process for procurement used by the state of Georgia along with industry best practices in contract administration and management. You will also learn Request for Proposal review techniques for your project, and the Request for Solution process for full-service GETS agencies will be discussed.

- October 6 – 7, 2014
- April 21 – 22, 2015

### Microsoft Project I + PDU/Contact Hours: 12

In this 2-day course, you will learn basic concepts and techniques for developing and managing your project schedule using MS Project. Topics include activity entry; dependencies; how MS Project calculates duration, work and resource units; basic progressing; and much more.

- September 10 – 11, 2014
- October 15 – 16, 2014
- October 22 – 23, 2014
- February 11-12, 2015
- March 10 – 11, 2015

### Successful Project Meetings + \* PDU/Contact Hours: 12

In this 2-day course, you will learn concepts and techniques to effectively manage all of your project meetings. You will also practice these techniques through role play exercises and use best practice processes to plan, facilitate and get results from meetings.

- October 20 – 21, 2014
- March 23 – 24, 2015

### Identifying and Managing Risk + \* PDU/Contact Hours: 12

In this 2-day course, you will learn the concepts and building blocks to successful risk management. The course focuses on how to identify, qualify, quantify, prioritize and manage project risks to help ensure success. It teaches project risk management skills through hands-on exercises and practical experiences.

- October 29 – 30, 2014
- May 5 – 6, 2015

### Building Project Relationships + \* PDU/Contact Hours: 12

In this 2-day course, you will learn to apply principles and techniques for building strong relationships among project stakeholders, negotiating to win-win conclusions, using analytical problem-solving techniques, managing resistance to change and applying the appropriate communication style to achieve results.

- November 5 – 6, 2014
- April 15 – 16, 2015



# PM Professional Development Program

## Course Catalog and Schedule

Enterprise Portfolio Management Office

### Advanced Project Management Concepts + PDU/Contact Hours: 12

In this 2-day course, you will learn a business driven project management approach that will link organizational strategies and project plans to deliver business objectives. The course will concentrate on three areas where a business-focused leader shifts away from traditional thinking; Communicating to drive results, Managing for business impact, and Demonstrating project value to the C-suite.

- November 17 – 18, 2014
- June 9 – 10, 2015

### Microsoft Project II + PDU/Contact Hours: 12

In this 2-day course, you will learn how to use your project schedule as a forecasting tool to predict project outcomes. The course will also focus on advanced techniques for creating custom tables and views. We'll explore reporting, Earned Value techniques and resource management.

- December 3 – 4, 2014
- May 20 – 21, 2015

### Recovering Failing Projects + PDU/Contact Hours: 18

In this 3-day course, you will learn how to see the early signs that your project is in danger. It equips you with techniques to identify the root cause of your problems, analyze the potential solutions and select the solution that will rescue your project.

- December 8 – 10, 2014
- June 16 – 18, 2015

#### NOTE:

\* indicates courses recommended for business managers, business analysts, project team members, or non-project personnel

+ indicates courses recommended for project managers

To learn more visit our Professional Development webpage at <http://gta.georgia.gov/egap/professional-development>

Please check the Course Schedule web page as course dates may change: <http://gta.georgia.gov/egap/course-schedule>